􀁈 Administrative Medical Assistant Skills 􀁉

**The Milan Institute Administrative Medical Assistant program is designed to**

**prepare students to function competently in an entry-level position in a**

**variety of medical settings. The program includes current medical**

**/information and demonstrations and practice of appointment setting,**

**organizing files, completing insurance forms and information, billing, and**

**coding.**

**The table below details the wide range of skills that our graduates have**

**mastered in their rigorous coursework and externship practice.**

***Medical Administrative Skills***

/ Medical terminology

/ Pharmacology knowledge

/ Prescriptions

/ Medical charts

/ Filing / records management

/ Patient billing

/ Medical Manager

/ CMS - 1500

/ Insurance theory

/ Basic CDT coding

/ Basic ICD-9 coding

/ Basic CPT-4 coding

***Clerical Administrative Skills***

/ Keyboarding

/ 10-key

/ Microsoft Word

/ Microsoft Excel

/ Correspondence

/ Business math

/ Grammar / punctuation

/ Proper phone etiquette

/ Data entry

/ Appointment scheduling

/ Distribute / process mail

***General Skills***

/ Professionalism

/ Organizational skills

/ Communication skills

/ Problem solving